

## **MILWAUKEE COUNTY ARTS PROGRAM (CAMPAC)**

### **CHECKLIST OF ATTACHMENTS REQUIRED FOR SUBMISSION** **WITH APPLICATIONS**

THESE ATTACHMENTS MUST BE SUBMITTED IN HARD COPY FORM TO THE CAMPAC ADMINISTRATOR WITH YOUR CAMPAC APPLICATION ON OR BEFORE THE APPLICATION DEADLINE.

#### **NEW APPLICANTS ONLY:**

1. FEDERAL IRS LETTER OF DETERMINATION OF TAX EXEMPT STATUS
2. ARTICLES OF INCORPORATION
3. ORGANIZATIONAL BY-LAWS

#### **ALL APPLICANTS:**

1. LIST OF BOARD OF DIRECTORS, WITH OFFICERS INDICATED
2. IRS FORM 990 FOR THE **2007** FISCAL YEAR FROM ORGANIZATIONS WITH AN ANNUAL GROSS INCOME OF MORE THAN \$25,000, AS REQUIRED BY IRS GUIDELINES
3. ANNUAL FINANCIAL STATEMENT FOR ENTIRE ORGANIZATION FOR THE **2007** FISCAL YEAR (**THIS MUST BE AN AUDITED STATEMENT FOR ORGANIZATIONS WITH BUDGETS OVER \$100,000.**)
4. ACTUAL INCOME AND EXPENSE STATEMENTS FOR THE 2008 FISCAL YEAR
5. CURRENT FISCAL YEAR PROJECTED INCOME AND EXPENSE BUDGET
6. LIST OF MAJOR PERFORMANCES, PRESENTATIONS, OR OTHER ACTIVITIES DURING THE PAST THREE YEARS (WITH DATES AND LOCATIONS)
7. COPY OF LAST SEASON BROCHURE(S) AND CURRENT SEASON BROCHURE(S)